



The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a National Department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person are required to capacitate the Office:

POST : LAW RESEARCHER (RE-ADVERTISEMENT) (2 POSTS)
(APPLICANTS THAT PREVIOUSLY APPLIED ARE WELCOME TO RE-APPLY)

CENTRE : DURBAN HIGH COURT: 2016/ 257 A/ OCJ

PIETERMARITZBURG HIGH COURT: 2016/257 B/OCJ

NOTE SEPARATE APPLICATIONS TO BE COMPLETED FOR EACH POST
(PLEASE QUOTE THE RELEVANT OFFICE AND REFERENCE NUMBER)

LEVEL : 9

SALARY : R 311 784.00 – R 367 254.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An LLB degree or four year recognized legal qualification;
- Minimum of 3 years appropriate legal research experience Computer Literacy;
- Valid driver's license;
- Knowledge of Electronic information Resource and online Retrieval (eg My LexisNexis, Jutastat);

The following will be an added advantage:

- Completed LLM and articles
- Language ability of isiXhosa and English

SKILLS AND COMPETENCIES:

- Very Good communication skills (written and verbal);
- Research skills; Good interpersonal relations;
- Accuracy and attention to detail;
- Problem Analysing, solving and planning skills.
- Very good report writing skills,
- Good decision making/time management skills;
- Be customer service orientated;

- Assertiveness and decisiveness;
- Should be able to work under pressure.

KEY RESPONSIBILITY AREAS

- Perform all legal research for the Judges to enable them to prepare judgements;
- Perform proof reading functions; Drafting of speeches, legal articles and conference papers;
- The updating of the Judges on recent developments in case law and jurisprudence;
- Conduct research as required by the Judge Presidents Office which includes inter alia writing competent research memorandums;
- Perform quasi – judicial functions; Attend to additional tasks for Judges.

ENQUIRIES: Ms L Marrie 📞 (031) 372 3109

APPLICATIONS:
Provincial Head

Quoting the relevant reference number, direct your application to: The

The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. For the attention of: Mrs L Marrie. Application can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 3rd floor, 2 Devonshire place, off Anton Lembede Street (Durban) 4000.

CLOSING DATE: **2 September 2016**

NOTE:

In the filling of the advertised posts, the objectives of the Constitution of South Africa, 1996 and the staffing policy of the Public Service broadly will be taken into consideration. Applications must be submitted on Form Z83, obtainable from any Public Service Department. A Z83 & CV must be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered.

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996 (Act 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. The successful candidate/s will be subjected to Pre Vetting (Pre-Screening) Financial records will only be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

All candidates selected for SMS posts must undergo competency assessment test after the interview.

If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

Please refer to the Recruitment Policy in terms of relocation and resettlement enquiries.

We welcome applications from persons with disAbilities



